



# Arlington Historic District Commissions Application for Certificate

(Read attached instructions  
before completing form)

For Commission Use Only:

Date Rec: \_\_\_\_\_

Hearing Date: \_\_\_\_\_

Certificate #: \_\_\_\_\_

Monitor: \_\_\_\_\_

## Certificate Requested:

**Appropriateness** – for work described herein

X Minor project    Major Project    Demolition

**Non-Applicability** – for the following reason(s):

Text

Not subject to public view

Text

Maintenance, repair, or replacement using same design and materials  
Proposed change specifically excluded from review under Bylaw

Text

Other: \_\_\_\_\_

**Hardship** – financial or otherwise and does not conflict substantially with  
the intent and purposes of the Bylaw

## General Information:

Property Address \_\_\_\_\_ 25 Elder Terrace \_\_\_\_\_ District \_\_\_\_\_ Mt. Gilboa \_\_\_\_\_

Owner(s) \_\_\_\_\_ Beau Tremblay and Katie Tremblay \_\_\_\_\_ Email \_\_\_\_\_ tremblay.katie@gmail.com \_\_\_\_\_

Owner's Phone (h) \_\_\_\_\_ 617-990-4572 \_\_\_\_\_ (w) \_\_\_\_\_ (fax) \_\_\_\_\_

Owner's Address \_\_\_\_\_ 25 Elder Terrace \_\_\_\_\_

Applicant (if not Owner) \_\_\_\_\_

Applicant's Phone (h) \_\_\_\_\_ (w) \_\_\_\_\_ (fax) \_\_\_\_\_

Applicant's Address \_\_\_\_\_

Applicant's Relationship to Owner \_\_\_\_\_

Contractor \_\_\_\_\_ John's Landscaping \_\_\_\_\_ Phone \_\_\_\_\_

Architect \_\_\_\_\_ Phone \_\_\_\_\_

**Dates of Anticipated Work:** Start \_\_\_\_\_ Ideally sometime during September or October, 2020 \_\_\_\_\_ Completion \_\_\_\_\_ ? Depends on start date

**Description of Proposed Work:** (attach additional pages as necessary) Please include a description of how the proposed work (if a change or addition) is historically and architecturally compatible with the building and the District as a whole.

We are replacing our existing fieldstone retaining wall behind our house and alongside part of the driveway/adjacent to our house, and expanding a section along the driveway and into the part of the yard for a patio. The upper part of our driveway would become part of the patio and/or will be landscaped. The back walkway, between our house and the existing retaining wall would be changed to pavers, rather than the concrete and dirt that is there now.

## Required Documentation Acknowledgement: (see attached instructions)

X I acknowledge that I am required to provide supporting documentation, including the attached "Supporting Documents Checklist", by the deadlines indicated in the instructions. I understand that if such documents are not provided in a timely manner, this application will be considered to be incomplete and Commission action may be delayed.

I have read the attached instructions and, to the best of my knowledge, the information contained in this application is accurate and complete. I also give permission for members of the AHDC to access the property for the purpose of reviewing this application and work done under any certificate issued to me.

Owners Signature(s): Katie Tremblay \_\_\_\_\_ Date: 8/21/20 \_\_\_\_\_

## Application Information and Instructions

**REVIEW DESIGN GUIDELINES AND CONTACT THE COMMISSION BEFORE YOU BEGIN ANY EXTERIOR WORK WITHIN AN HISTORIC DISTRICT:** Property owners in an Historic District are required to obtain a certificate from the Commission prior to starting any exterior work on buildings or structures. Applicants are encouraged to review the Commissions' Design Guidelines (available at the Commission website) prior to filing an application. Once an application is received, a formal public hearing will be scheduled to consider the application, public notice will be published, and abutters and interested parties will be notified. Please note that, by Town Bylaw, the building department cannot issue a building permit for exterior work or demolition without the necessary certificate from this Commission. Anyone contemplating exterior work should contact the Commission's Executive Secretary. Property owners are encouraged to present preliminary plans to individual Commissioners or at informal Commission hearings to better understand Commission requirements.

### Types of Certificates:

***Certificate of Appropriateness*** – Required for exterior alterations and new construction that are subject to public view unless specifically exempted by the Bylaw.

**Minor Projects:** doors, windows, skylights, lighting fixtures, walls, fences, HVAC and electrical equipment, gutters, and other small additions or modifications.

**Major Projects:** new structures, additions, projections, solar panels, and significant modifications to exterior elevations or roofs.

**Demolition Projects:** removal of any existing structure or portion thereof in a Historic District.

***Certificate of Non-Applicability*** – Issued for matters that are specifically excluded from AHDC review.

***Certificate of Hardship*** – Issued when the denial of a Certificate would constitute a hardship, financial or otherwise, on the property owner and if the proposed work does not conflict substantially with the intent and purposes of the Bylaw. Approval of a Certificate of Hardship requires detailed documentation of specific hardship to an individual property owner.

**Required Documentation:** At a minimum, an application for a Certificate of Appropriateness or Hardship requires the documentation specifically listed on the attached "Supporting Documentation Checklist". A Certificate of Non-Applicability requires documentation of existing conditions and proposed changes. The Commission requires one set of the documentation (preferably electronic) by the deadlines described below and seven printed sets at the hearing (3 printed sets for minor projects). A copy of the signed checklist, with the appropriate boxes checked off, must be submitted with the documentation. An application will be deemed incomplete until the required documentation has been received and reviewed by the Commission. In an emergency, required documentation can be presented at the formal hearing, however, this may delay action on the application. Based on the complexity or unique nature of a particular project, the Commission may, as allowed by law, require additional information. Failure to provide sufficient documentation could delay approval or be cause for a negative determination.

**Application Deadlines:** The Commission typically meets on the fourth Thursday of each month (third Thursday in November and December) at the Whittemore-Robbins House, 670R Massachusetts Avenue (behind the Robbins Library). To allow for the publishing of legally required notices prior to individual hearings, Applications must be received approximately four weeks prior to the Commission hearing date. Specific deadlines for each hearing can be obtained from the Commission's Executive Secretary. All required documentation must be provided to the Commission for its review by the following deadlines:

**Minor Projects: 7 calendar days prior to scheduled hearing**

**Major Projects or Demolition: 14 calendar days prior to scheduled hearing**

In most cases, failure to meet these deadlines will delay scheduling of a formal hearing until the following month.

Upon approval of an application at a formal hearing, a certificate will be issued approximately one week from the date of the hearing and a copy will be sent to the Building Inspector to allow issuance of a permit.

**Contact Information:** Additional information is available at: [arlingtonhistoricdistrict.com](http://arlingtonhistoricdistrict.com). Inquiries, applications, and supporting documentation should be directed to Carol Greeley, Executive Secretary, [ahdc@town.arlington.ma.us](mailto:ahdc@town.arlington.ma.us), (781) 316-3265, or c/o Dept of Planning and Community Development, Town Hall Annex - First Floor, 730 Massachusetts Ave., Arlington, MA 02476. Any additional questions can be addressed to the Commissions' Chair Stephen Makowka at [ahdcchair@town.arlington.ma.us](mailto:ahdcchair@town.arlington.ma.us).

# ARLINGTON HISTORIC DISTRICT APPLICATION

## Supporting Documentation Checklist

Property Address 25 Elder Terrace, Arlington District Mt. Gilboa  
 Applicant's Name Beau and Katie Tremblay Email tremblay.katie@gmail.com  
 Applicant's Phone (Day) \_\_\_\_\_ (Mobile) 617-990-4572

☒ **For Minor Projects or Certificate of Non-Applicability**

☐ **Drawings (11x17 max., with graphic scale, dimensioned, all materials identified) or marked up Photographs (8x10)**

Existing conditions of historic façade(s) to be modified; Show location of proposed work; Show proposed feature(s); Elevations showing proposed work and context; Drawing showing location of proposed work; Drawing showing the proposed feature(s); Site plan for site located equipment and features

☒ **Manufacturer's literature and specifications sheets describing the proposed feature(s)**

☐ **Description of how the proposed work is either compatible with the District or Non-Applicable**

☐ **For Major Projects**

☐ **Photographs (8x10)**

Existing conditions of historic structure to be modified (facades, roofs, neighboring buildings); Site; Neighborhood context; Historic precedents for proposed work

☐ **Drawings (11x17 max., with graphic scale, must show differentiated existing and proposed conditions, dimensions, and all materials identified)**

○ *Plans*

Site (showing proposed structures, fences, walls, parking, HVAC equipment, electrical equipment, and relationship to adjacent roads, neighboring buildings); Each floor; Roof (showing valleys, hips, ridges, dormers, skylights, chimneys, vents, HVAC equipment, solar panels)

○ *Elevations of building facades- identify:*

Foundation; Siding ; Trim; Gutters; Downspouts; Shutters; Railings; Stairs; Windows; Doors; Roof materials; Roof pitch; Chimneys and vents; Masonry; Light fixtures; Solar panels; HVAC equipment; Electrical equipment; Fences; Signage

○ *Wall sections (especially showing projecting features such as bays, balconies, porches, additions)*

○ *Relevant exterior detail drawings (architectural trim, eaves, doors, windows, caps, columns, vents, rail systems)*

○ *Profile drawings (window and door elements, railings, balusters, stairs, shutters, roof trim, corner boards, casings, water tables, skirts, frieze boards, and all other trim)*

○ *For projections, additions and new construction also include:*

Neighborhood lot plan- include footprint to lot area ratio as well as that of neighboring lots; Plot plan- existing building(s), setbacks, proposed new structures; Site section (show relationship to site topography, adjacent structures, major landscape features, roads)

☐ **Manufacturers' literature and specification sheets describing the proposed components**

☐ **Suggested Supporting Submittals: Model; Physical Samples**

☐ **Description of how the proposed work is compatible with the District.**

☐ **For Demolition**

☐ **Statement of current state of existing structure and reason for demolition**

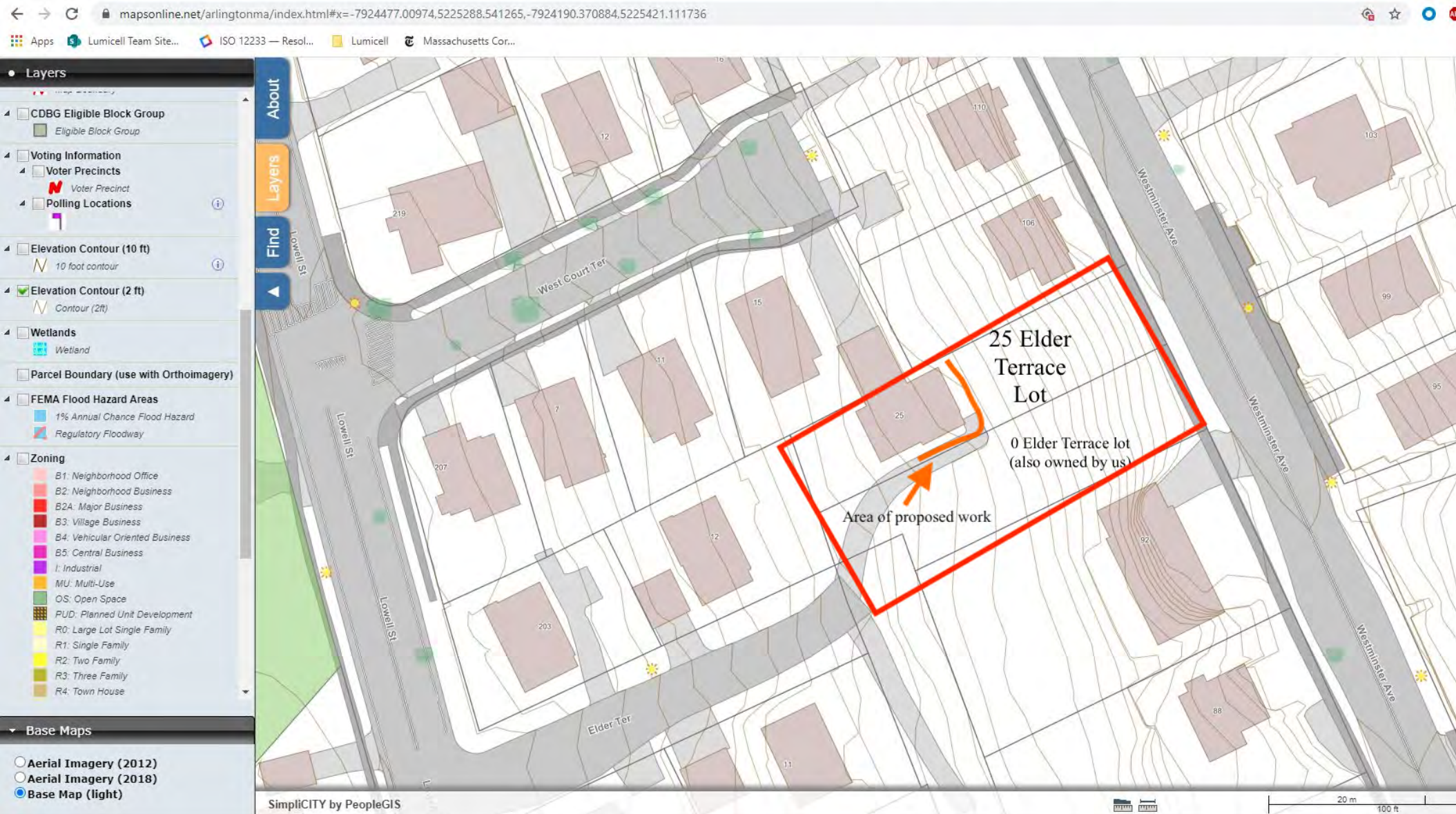
☐ **Statement of the historic significance of the structure**

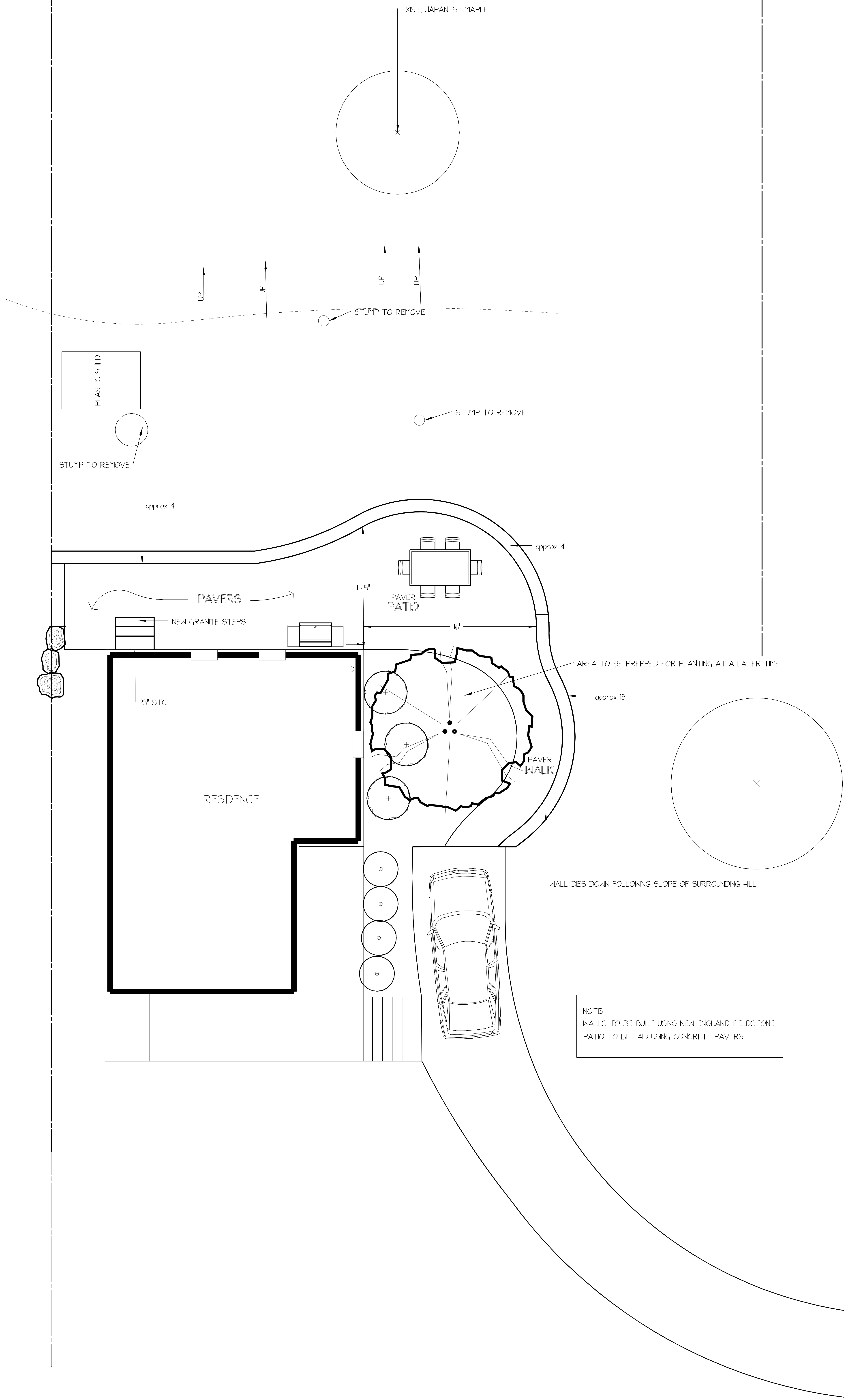
☐ **Site Documentation (including Plot plan; Photographs of existing conditions; List existing materials; Year built; Original architect)**

☐ **Other provided documentation not described above (please list on a separate attached sheet).**

Applicants Signature(s): Katie Tremblay Date: 8/21/2020



















Area to be excavated for patio











11

This will also be removed

Removal of concrete

Patio area





12

